



DIRECTOR OF DEVELOPMENT FOR UNITED WAY ROCK RIVER VALLEY

Ready to lead fundraising efforts that make a lasting impact in our community? United Way Rock River Valley is seeking an experienced Director of Development to drive fundraising strategy, cultivate donor relationships, and lead a high-performing development team. This expanded leadership role will oversee annual campaigns, major gifts, corporate partnerships, grants, events, and donor stewardship while helping expand and diversify revenue growth.

Please email your resume and cover letter to HR@unitedwayrrv.org by August 10, 2026, or until position is filled.

United Way Rock River Valley has been raising resources in Winnebago County for 105 years. We have a long history of community support and are entering an exciting time of growth and seek a Director of Development to be part of that process. This expanded position will oversee and engage with all development staff to deliver measurable results. This role is essential to the organization's sustainability, ensuring consistent and expanding revenue streams that support all areas of our mission.

KEY AREAS OF RESPONSIBILITY:

- **Fundraising Strategy Execution:** Collaborate with the CEO and other senior leaders to develop and implement a comprehensive fundraising strategy that aligns with the organization's mission and goals and leads to a larger and more diverse revenue model.
- **Portfolio Management:** Manage a portfolio of major donors, stakeholders, and corporate partners. Cultivate relationships, identify new prospects, and engage in donor acquisition, solicitation, and stewardship activities to maximize financial support.
- **Donor Engagement:** Develop and maintain strong relationships with major donors and stakeholders. Ensure personalized and meaningful interactions that reflect the unique interests and values of each donor.
- **Fundraising Team Leadership:** Provide direction and support to the fundraising team, helping them meet their fundraising goals and deliver on the organization's mission, while tracking stewardship with all members so donors are all supported.
- **Donor Engagement Events:** Oversee and participate in fundraising events, campaigns, and initiatives. Coordinate and collaborate with internal and external stakeholders to ensure successful fundraising efforts.
- **Data Analysis:** Utilize data and analytics to track and evaluate the effectiveness of fundraising strategies and make data-driven decisions to optimize fundraising efforts. Ensure that all metrics are shared with the CEO and leadership team consistently.
- **Report and Budget Management:** Prepare reports on fundraising activities and financial results for presentation to the President/CEO and the board of directors, when requested. Manage a budget related to all development activities.
- **Grant Writing:** Research, write and track all grants in cooperation with the development team and ensure reports are submitted on a timely basis.

- **Compliance:** Ensure that all fundraising activities adhere to legal and ethical standards and in compliance with relevant regulations.
- **Representation:** Ensure your work and meetings and all materials represent UWRRV in a positive, confident, impartial way that clearly communicates the focus and identity of the organization and all the reasons for requesting community support
- **CRM Management:** Ensure that all donor records and data keeping is accurate and up to date and represents the highest respect for donors' investment in UWRRV and our community impact efforts
- **Organizational Leadership:** Be a valued member of the Leadership Team and provide mature, confidential direction for the organization in solidarity with the other members of the team

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THE IDEAL CANDIDATE:

- Bachelor's degree plus minimal 8 years of professional work experience in the key responsibilities
- Thorough working knowledge of relationship-based fund-raising procedures and philosophies; bonus points for successful United Way Workplace Campaign Experience and/or CFRE credentials.
- Advanced computer skills, including experience with Microsoft office products (specifically Outlook, Word, Excel, PowerPoint), required; Excellent experience with CRM software and management
- Excellent relational, analytical, organizational, time management, and interpersonal skills to develop, build and maintain personal relationships
- Outstanding written and verbal communication skills required, including public speaking, written communications, and presentation skills
- Proven project management skills, including the ability to balance multiple projects in varying degrees of implementation.

United Way offers medical, dental, vision, paid life and disability insurance, paid time off and holidays. Pay commensurate with skills and abilities, starting range from \$90,000 to 110,000 per year.

UNITED WAY ROCK RIVER VALLEY IS AN EQUAL OPPORTUNITY EMPLOYER.